

1 FAM 540

BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

(CT:ORG-308; 05-14-2013)
(Office of Origin: OES-DRL/EX)

1 FAM 541 ASSISTANT SECRETARY FOR OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

1 FAM 541.1 Responsibilities

(CT:ORG-274; 06-22-2012)

- a. The Assistant Secretary for Oceans and International Environmental and Scientific Affairs (OES) reports directly to the Under Secretary for Economic Growth, Energy, and the Environment (E).
- b. The Assistant Secretary formulates and implements policies and proposals relating to the environmental, marine, polar, health, scientific, and technological aspects of U.S. foreign policy. These include developing and coordinating the international aspects of:
 - (1) International environmental and natural resource issues, including global climate change;
 - (2) Sustainable development;
 - (3) UN and other bilateral and multilateral conventions related to designated areas of responsibility;
 - (4) Ocean resources and uses;
 - (5) Polar issues;
 - (6) Science and technology policy, including bilateral and multilateral agreements on science and technology cooperation;
 - (7) Foreign policy aspects of outer space and other fields of advanced technology; and
 - (8) International health issues.
- c. The Assistant Secretary directs, analyzes, and evaluates issues associated with

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these matters. In conjunction with the Under Secretary for Economic Growth, Energy, and the Environment (E), the Assistant Secretary negotiates with other bureaus, U.S. Government agencies, departments and private groups regarding division of responsibilities.

- d. The Assistant Secretary advises the Secretary on functional and technical considerations relating to the development and implementation of relevant policies and programs and provides foreign policy guidance and coordination to organizations concerned with relevant bureau programs, and the U.S. private sector. The Assistant Secretary sees that such activities are designed and implemented in a manner that furthers overall U.S. foreign policy objectives.
- e. The Assistant Secretary represents the Department in international negotiations and on interagency policy groups and committees regarding matters falling within the bureau's responsibilities. The Assistant Secretary participates in, and leads when appropriate, U.S. delegations to international conferences that concern the functions of the bureau. The Assistant Secretary develops substantive positions and strategies in dealing with such matters in international organizations and in bilateral relationships. As delegated by the Secretary, the Assistant Secretary negotiates and concludes bilateral and multilateral agreements in the areas of environment and natural resources; science, technology, and health; and oceans and polar affairs.
- f. The Assistant Secretary testifies before Congress on the international aspects of issues under the bureau's responsibility and keeps members of Congress and the Bureau of Legislative Affairs (H) informed of the foreign policy implications of treaties and other multilateral or bilateral agreements with environmental, scientific/technical or health content.
- g. The Assistant Secretary undertakes other additional duties as may be requested by the Under Secretary for Economic Growth, Energy, and the Environment (E), the Deputy Secretaries (D), and the Secretary.
- h. The Assistant Secretary has substantive and coordinating responsibility for 1 FAM 540, Bureau of Oceans and International Environmental and Scientific Affairs (OES).

1 FAM 541.2 Organization

(CT: ORG-166; 03-26-2007)

An organization chart of the Bureau of Oceans and International Environmental and Scientific Affairs (OES) is found at 1 FAM Exhibit 541.2.

1 FAM 541.3 Authorities

(CT:ORG-230; 09-24-2010)

- a. Section 1 of the State Department Basic Authorities Act (22 U.S.C. 2651a) provides the basic authority for the Bureau of Oceans and International

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Environmental and Scientific Affairs (OES) and its responsibilities for matters relating to oceans, environmental, polar, scientific, fisheries, wildlife, conservation, and natural resource and health affairs.

- b. Executive Order 12591 provides for the hiring of outside personnel to bring expertise to the Department.

1 FAM 542 OFFICES REPORTING TO THE ASSISTANT SECRETARY, OES

1 FAM 542.1 Principal Deputy Assistant Secretary (OES/PDAS)

(CT:ORG-230; 09-24-2010)

- a. The Principal Deputy Assistant Secretary (OES/PDAS) acts for the Assistant Secretary in his or her absence.
- b. He or she provides overall coordination and management of the bureau. In coordination with central management, the Principal Deputy Assistant Secretary (OES/PDAS) actively participates in the selection and recruitment of personnel to carry out the Department's responsibilities in the areas of environmental, oceans and fisheries, health and scientific and technological affairs. In coordination with geographic bureaus and central management, he or she recommends the assignment of environmental, scientific and technology and health (EST&H) officers to U.S. missions.
- c. The Principal Deputy Assistant Secretary (OES/PDAS) supports the Assistant Secretary on other matters as designated.

1 FAM 542.2 Advisor for Congressional Relations (OES)

(CT:ORG-230; 09-24-2010)

- a. The Advisor for Congressional Relations (OES) advises the Assistant Secretary and deputy assistant secretaries on all legislative issues relating to the bureau's area of responsibilities.
- b. He or she reviews and analyzes legislation covering the bureau's issues and keeps the Assistant Secretary and appropriate bureau staff informed of Congressional activities.
- c. He or she provides advice and counsel to the Department's Bureau of Legislative Affairs (H) on OES issues and works closely with H contacts to coordinate options and strategies and to formulate Department positions on OES issues. He or she also recommends legislative options and strategies to advance OES goals.

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- d. The Advisor for Congressional Relations (OES) oversees preparation of Congressional testimony, hearings and briefings by bureau principals, staff and other US government officials on the full range of OES topics and manages preparation of Congressional correspondence.

1 FAM 542.3 Office of Policy and Public Outreach (OES/PPO)

(CT:ORG-230; 09-24-2010)

- a. The Office of Policy and Public Outreach (OES/PPO) integrates oceans, environment, polar, science and technology and health issues into U.S. foreign policy, and develops and delivers key messages on these issues to the media, NGOs, the private sector and the Congress.
- b. OES/PPO coordinates OES bureau-wide strategic planning efforts. The office identifies gaps in policy, new problem areas, and emerging situations requiring policy attention and formulates policy to meet these requirements. It conducts analyses of cross-cutting issues and works with other offices in the bureau to better align positions in various forums to advance U.S. interests. OES/PPO coordinates and works with the Department's Bureau of Public Affairs.
- c. OES/PPO leads the bureau's engagement in regional affairs through its engagement with regional bureaus and with ESTH officers overseas. It supports 12 regional hub officers located in embassies around the world as well as ESTH officers abroad, providing guidance aligning Hub work plans with the Department's goals and objectives. OES/PPO leads bureau efforts on strategic bilateral dialogues; represents the bureau and Department in regional processes that involve multiple OES issues, and serves as the bureau's primary point of coordination with DOS and USAID regional bureaus. It collaborates with regional and functional bureaus in preparation of policy papers and briefing material for meetings and trips by OES principals and visits of senior foreign officials.
- d. OES/PPO advises the Assistant Secretary and deputy assistant secretaries on public affairs, public diplomacy, and press relations relating to the bureau's area of responsibility.
- e. OES/PPO formulates, develops and implements public information outreach strategies in support of U. S. policy on issues for which the Bureau is responsible, including speeches, press guidance, and opinion-editorials. It implements public diplomacy strategies to inform and influence key foreign groups and opinion leaders on bureau policy and maintains and updates the OES internet Web site.

1 FAM 543 DEPUTY ASSISTANT SECRETARY FOR OCEANS AND FISHERIES (OES/O)

(CT:ORG-230; 09-24-2010)

- a. The Deputy Assistant Secretary for Oceans and Fisheries (OES/O) advises on policy formulation and action on all matters relating to fisheries, oceans, and polar affairs. Issues include the U.N. Convention on the Law of the Sea, maritime boundaries, and other oceans law issues; U.S. fisheries in waters of other countries, foreign fisheries in U.S. waters, and marine mammals; international marine science and technology programs; international marine pollution and ecology initiatives; extended continental shelf and Antarctic and Arctic affairs. The Deputy Assistant Secretary for Oceans and Fisheries coordinates policy with U.S. technical and scientific agencies and meets with Congress, the United Nations, nongovernmental organizations, and the private sector to explain and build support for U.S. policy. This individual oversees US government compliance with directives, legislation, treaty, and international agreement obligations and assesses and evaluates science and technology developments and their effect on, or as they are affected by, U.S. foreign policy interests.
- b. As designated by the Assistant Secretary, the Deputy Assistant Secretary for Oceans and Fisheries negotiates treaties, conventions, and agreements in areas of responsibility and participates in interagency negotiations and implementation efforts, multilateral organizations, bilateral commissions and representations to foreign governments, and at relevant international meetings.
- c. The Deputy Assistant Secretary for Oceans and Fisheries supervises the work of the Office of Oceans and Polar Affairs (OES/O/OPA), and the Office of Marine Conservation (OES/O/OMC); sets program goals and objectives; and monitors and directs use of staff and other resources to achieve bureau priorities.

1 FAM 543.1 Office of Ocean and Polar Affairs (OES/O/OPA)

(CT:ORG-230; 09-24-2010)

The Office of Ocean and Polar Affairs (OES/O/OPA) develops general U.S. oceans policy, by coordinating interagency action and conducting bilateral and multilateral negotiations involving UN Law of the Sea Convention, freedom of navigation and overflight, protection of marine environment, extended continental shelf and maritime claims and boundaries. OES/O/OPA also develops and coordinates U.S. policy affecting the Arctic and Antarctic regions, as well as policy related to marine mammals, and marine science affairs and coordinates U.S. participation in all international oceans agreements and conventions.

1 FAM 543.2 Office of Marine Conservation (OES/O/OMC)

(CT:ORG-230; 09-24-2010)

The Office of Marine Conservation (OES/O/OMC) develops and coordinates U.S. policy for the international conservation and management of living marine resources, including shared fish stocks, marine mammals (except whales), seabirds, sea turtles and sharks, among others. OES/O/OMC negotiates bilateral and multilateral fisheries agreements and participates in the work of nine international fishery commissions, as well as other international organizations and arrangements dealing with conservation and management of living marine resources. OES/O/OMC participates in UNGA, Food and Agriculture Organization (FAO), Organization for Economic Cooperation and Development (OECD), and Asia Pacific Economic Cooperation (APEC) activities related to living marine resources.

1 FAM 544 DEPUTY ASSISTANT SECRETARY FOR ENVIRONMENT (OES/E)

(CT:ORG-308; 05-14-2013)

- a. The Deputy Assistant Secretary for Environment (OES/E) advises on policy formulation and action relating to a broad range of issues *associated with* environmental protection *and* natural resource conservation, including aspects related to trade. Specific *issues include* global climate change; *transboundary* air and water pollution; *depletion* of the stratospheric ozone layer; *toxic* chemicals *and* pesticides; *mercury; hazardous waste and other* pollutants; environmental aspects of free trade agreements; *environmental assessments of infrastructure crossing the Canadian and Mexican borders; conservation and sustainable management of key ecosystems; illegal logging*; biological diversity *and* wildlife conservation; invasive species; *water and sanitation water resources management*, and *transboundary water issues; and sharing of benefits from* genetic resources. The Deputy Assistant Secretary for Environment coordinates policy with U.S. environmental, technical, and scientific agencies and meets with Congress, the United Nations, nongovernmental organizations, and the private sector to explain and build support for U.S. policy. *This individual* oversees U.S. Government compliance with directives, legislation, treaty, and international agreement obligations and assesses and evaluates environmental developments and their effect on, or as they are affected by, U.S. foreign policy interests.
- b. As designated by the Assistant Secretary, the Deputy Assistant Secretary for Environment negotiates treaties, conventions, and agreements in areas of responsibility. *This individual* participates in interagency negotiations and implementation efforts, multilateral organizations, bilateral commissions, representations to foreign governments, and at relevant international meetings.

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- c. The Deputy Assistant Secretary supervises the work of the Office of Global Change (OES/E/EGC), the Office of Environmental *Quality and Transboundary Issues* (OES/E/EQT), and the Office of Conservation *and Water* (OES/E/ECW) setting program goals and objectives, and directing and monitoring the use of staff and other resources to achieve bureau *priorities*.

1 FAM 544.1 Office of Global Change (OES/E/EGC)

(CT:ORG-308; 05-14-2013)

The Office of Global Change (OES/E/EGC) coordinates *negotiations and implements initiatives in support of the U.S. international response to* global climate change. *It implements, monitors and participates in programs designed to reduce greenhouse gases; promote climate-friendly technologies and practices; support developing countries in their climate adaption efforts; and enhance international capacity to monitor the earth's climate system.* The Office of Global Change (OES/E/EGC) is responsible for negotiations and implementation activities under the United Nations Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, the Major Economies Forum, and coordinating activities involving global climate change in other UN and regional bodies. OES/E/EGC oversees bilateral climate-change relationships and international aspects of managing climate change initiatives.

1 FAM 544.2 Office of Environmental Quality and Transboundary *Issues* (OES/E/EQT)

(CT:ORG-308; 05-14-2013)

The Office of Environmental *Quality and Transboundary Issues* (OES/E/EQT) develops and coordinates U.S. international policy on environmental issues *arising from industrial activities that have transboundary impacts.* It develops and coordinates U.S. international policy on environmental issues in the areas of air pollution; *depletion of the stratospheric ozone layer*; toxic chemicals and pesticides; mercury; and hazardous wastes and other pollutants. *The office handles environmental assessment of infrastructure projects that cross the Canadian and Mexican borders.* OES/E/EQT *manages issues related to the nexus of trade and environment, including negotiating and implementing* environmental cooperation agreements under U.S. free trade agreements (FTAs). *The office advances U.S. foreign policy objectives through bilateral, regional and multilateral engagement, as well as by managing grant funds appropriated to advance its policy objectives. It formulates and negotiates international agreements, initiatives and partnerships and represents U.S. interests in a wide variety of international organizations, institutions, and treaties.* OES/EEQT *coordinates with multiple U.S. governmental and nongovernmental entities in the formulation of U.S. policy positions.*

1 FAM 544.3 Office of Conservation *and Water* (OES/E/*ECW*)

(CT:ORG-308; 05-14-2013)

The Office of Conservation *and Water* (OES/E/*ECW*) develops and coordinates U.S. international policy for the conservation and sustainable management of ecologically and economically important ecosystems, including forests, wetlands, deserts, and coral reefs, and the plant and animal species that depend on them. This office also leads the formulation of policies to address threats to natural resources *and biodiversity* from habitat loss, unsustainable harvesting, the impacts of climate change, illegal logging, wildlife trafficking and invasive species, as well as issues associated with access to and *the* sharing of *benefits from* genetic resources. *OES/E/ ECW lead the development and implementation of U.S. foreign policy on drinking water and sanitation water resources management, and transboundary waters. The office advances these U.S. foreign policy objectives through bilateral, regional and multilateral engagement.* It formulates and negotiates international agreements, initiatives and partnerships and represents U.S. interests in a wide variety of international organizations, institutions, and treaties. *OES/E/ECW* coordinates with *multiple* U.S. *governmental and nongovernmental* entities in the formulation of U.S. policy positions.

1 FAM 545 DEPUTY ASSISTANT SECRETARY FOR SCIENCE, TECHNOLOGY, SPACE AND HEALTH (OES/S)

(CT:ORG-230; 09-24-2010)

- a. The Deputy Assistant Secretary for Science, Technology, Space and Health (OES/S) advises on policy formulation and action dealing with international scientific and technological policy and cooperation in the physical and social sciences. Issues include agriculture, health, biotechnology, computers and telecommunications, civil space, science and megascience, nanotechnology, environment and energy technology, energy research, manufacturing, intellectual property rights, and technology/competitiveness as they arise in bilateral and regional relations. The deputy assistant secretary coordinates policy with U.S. technical and scientific agencies and meets with Congress, the United Nations, nongovernmental organizations, and the private sector to explain and build support for U.S. policy in these areas. He or she oversees U.S. Government compliance with directives, legislation, treaty, and international agreement obligations and assesses and evaluates science and technology developments and their effect on, or as they are affected by, U.S. foreign-policy interests.
- b. As designated by the Assistant Secretary, the deputy assistant secretary

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negotiates treaties, conventions, and agreements in areas of responsibility and participates in interagency negotiations and implementation efforts, multilateral organizations, bilateral commissions, and representations to foreign governments and at relevant international meetings.

- c. The deputy assistant secretary supervises the work of the Office of International Health and Biodefense (OES/S/IHB); the Office of Space and Advanced Technology (OES/S/SAT); and Office of Science and Technology Cooperation Programs (OES/S/STC). He or she sets program goals and objectives and monitors and directs use of staff and other resources to achieve bureau priorities.

1 FAM 545.1 Office of International Health and Biodefense (OES/S/IHB)

(CT:ORG-230; 09-24-2010)

The Office of International Health and Biodefense (OES/S/IHB) supports U.S. foreign policy goals through global health diplomacy. This includes work on the President's Global Health Initiative, pandemic preparedness and response, and other emerging health issues. OES/S/IHB staff members have both functional and regional responsibilities. The office brings together other State Department offices; other U.S. Government agencies; the United Nations and other international and regional organizations; the private sector; nongovernmental organizations; and foreign governments to promote strategies and policies for strengthening global health and security, and responding to global health crises by encouraging strong political leadership on health and security policy. OES/S/IHB acts as Department of State liaison with the Department of Health and Human Services and represents the Department in U.S. Government internal coordinating mechanisms dealing with issues in its mandate. The office works with other U.S. Government agencies to represent the U.S. position on health matters in international forums, and assists U.S. diplomatic posts in presenting the U.S. position on health issues to foreign governments. OES/S/IHB leads a range of diplomatic, educational and outreach to build public support for U.S. global health and security policies, and efforts drawing extensively on the expertise of other U.S. Government agencies, academia, the private sector, and other nongovernmental organizations.

1 FAM 545.2 Office of Space and Advanced Technology (OES/S/SAT)

(CT:ORG-230; 09-24-2010)

The Office of Space and Advanced Technology (OES/S/SAT) formulates, develops, and implements U.S. Government policy and activities related to bilateral and multilateral international space and science and technology programs and issues,

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as well as megascience and nanotechnology cooperation. OES/S/SAT ensures that U.S. space policies and multilateral and bilateral scientific activities support U.S. foreign policy objectives protect national security interests, advance economic interests, and foster environmental protection. This office provides policy guidance for U.S. participation in the space, science, and technology activities of multilateral organizations and related activities of multilateral organizations and related agreements. OES/S/SAT acts as Department of State liaison with the National Aeronautics and Space Administration (NASA) and other departments, agencies, and the Executive Office of the President, on space-related issues. OES/S/SAT has primary responsibility for U.S. representation in the UN Committee on the Peaceful Uses of Outer Space and coordinates participation in the NATO Science Committee, the International Committee on Global Navigation Satellite Systems (ICG), and the International Thermonuclear Experimental Reactor (ITER) Organization. The office coordinates interagency activities and conducts bilateral and multilateral negotiations related to areas of its responsibility; represents the Department in the U.S. Government internal coordinating mechanism dealing with technology development and coordination with other relevant bureaus and agencies; and reviews export license requests for civil space-related technology transfers. OES/S/SAT maintains the on-line official U.S. registry of objects launched into outer space.

1 FAM 545.3 Office of Science and Technology Cooperation (OES/S/STC)

(CT:ORG-230; 09-24-2010)

The Office of Science and Technology Cooperation (OES/S/STC) formulates, develops, and implements U.S. science and technology (S&T) cooperation and international science policy. OES/S/STC undertakes bilateral and regional negotiations and ensures that the resulting S&T agreements address the full range of science, technology, health, and environmental issues. This office builds and strengthens international relationships through science diplomacy and advances science aspects of U.S. foreign policy, including science-based decision making, S&T innovation, sustainable development, and science-based solutions to climate change, global health, and water and food security. This office also promotes U.S. interests in science programs of international organizations, such as the Organization for Economic Cooperation and Development (OECD); Asia-Pacific Economic Cooperation (APEC); and the UN Educational, Scientific and Cultural Organization (UNESCO). OES/S/STC works with other U.S. Government agencies to advance national S&T priorities through international collaboration. OES/S/STC in coordination with other Federal agencies manages the Science Envoy Program; coordinates Federal agency participation in the Embassy Science Fellows Program; maintains an archive and a listing of S&T agreements and subsequent arrangements; coordinates activities of all U.S. Government agencies that carry out cooperative activities under S&T agreements; ensures that all activities conducted under S&T agreements comply with applicable laws and regulations,

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particularly those concerning the transfer of militarily sensitive technologies and dual-use technologies; and prepares a biennial report to Congress detailing U.S. - China collaborative activities. In conjunction with other bureaus and agencies, OES/S/STC formulates and negotiates U.S. policy on intellectual property rights, technology competitiveness, and visa restrictions on scientists and student researchers.

1 FAM 546 EXECUTIVE DIRECTOR (OES-DRL/EX)

(CT:ORG-230; 09-24-2010)

- a. The Executive Director of the Bureau of Oceans and International Environmental and Scientific Affairs also serves in the same capacity for the Bureau of Democracy, Human Rights, and Labor (OES-DRL/EX); the Science Technology Adviser to the Secretary (STAS); and the Special Envoy for Climate Change (S/SECC).
- b. The executive director, along with his or her deputy, supports policy development and manages OES, DRL, STAS, and S/SECC resources. He or she provides leadership, guidance, and advice to managers and supervisors; develops long-term program plans; prioritizes programs and resource requirements; and allocates available resources appropriately. The executive director reviews bureau and office efforts to achieve goals and objectives and provides policy direction and supervision in the establishment and implementation of organization and administrative management functions.
- c. The Executive Director, OES-DRL/EX, provides programming, planning, management, and oversight processes for all types of funding, including Operations, Public Diplomacy, Reimbursable Agreements, Economic Support Funds, Science and Technology Agreement Funds, Freedom Support Act, and other types of funding, as well as information management, administrative services, security support, and coordination for overseas and domestic conferences held by OES, DRL, STAS, and S/SECC.
- d. He or she protects U.S. Government funds and equipment against fraud, waste, and abuse, and facilitates Office of Inspector General (OIG) and General Accountability Office (GAO) audits and inspections, as well as any other inquiries.
- e. He or she serves, as designated, as the OES, DRL, STAS, and/or S/SECC representative on management and other committees, working groups, etc., within the Department and other U.S. Government agencies.

1 FAM 546.1 Financial Management Division (OES-DRL/EX/FMD)

(CT:ORG-230; 09-24-2010)

The Financial Management Division (OES-DRL/EX/FMD) provides guidance and support and manages comprehensive financial programs:

- (1) Formulates, presents, and executes OES, DRL, STAS, and S/SECC budgets, including the coordination of resource planning, allocation, and execution;
- (2) Ensures that funds are used for the purposes intended and do not exceed thresholds established by legislation or bureau plans, and maintains obligations and expenditures that are valid and ensures that necessary documentation is held in the central file;
- (3) Performs inter- and intra-OES, DRL, STAS, S/SECC and Department liaison in connection with budget functions. OES-DRL/EX/FMD works with bureau personnel to develop accurate financial plans and works with other bureaus, agencies, and entities to receive and allocate funds;
- (4) Ensures that appropriate obligations and liquidations occur for Operating, Public Diplomacy, Economic Support, SEED, Freedom Support Act, Reimbursable Agreement, Representation, and other funds and reviews current legislation for guidance;
- (5) Provides financial planning and execution for the International Fisheries Commissions appropriation, drafts or reviews the budget for this appropriation, and develops travel authorizations for Fish Commissioners; and
- (6) Provides financial data by strategic goals for the Bureau Strategic and Resource Performance Plans (BSRPs). OES-DRL/EX/FMD reviews FTE charts and any other charts necessary for the development of BSRPs and Senior Reviews.

1 FAM 546.2 Information Resource Management Division (OES-DRL/EX/IMD)

(CT:ORG-230; 09-24-2010)

The Information Resource Management Division (OES-DRL/EX/IMD):

- (1) Analyzes and interprets OES, DRL, STAS, and S/SECC information technology (IT) initiatives and requirements; implements optimal solutions in accordance with Federal regulatory statutes and Department policy; and assists OES, DRL, STAS, and S/SECC to meet their operational and functional requirements;
- (2) Manages the operation of all out-of-scope IT systems for OES, DRL, STAS, and S/SECC. OES-DRL/EX/IMD develops, implements, and administers

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out-of-scope local and wide-area networks, servers, minicomputers, and bureau-specific software applications, databases, Share Point, and Web sites in support of bureau policy and program requirements and provides out-of-scope helpdesk user assistance, problem solving, and troubleshooting for bureau-specific and out-of-scope applications. OES-DRL/EX/IMD ensures continued and uninterrupted operational capability and adherence to all mandated policies;

- (3) Plans and formulates internal policies, strategies, and budgets; provides program direction; and establishes standards regarding the organization and maintenance of OES, DRL, STAS, and S/SECC out-of-scope automated information systems and database assets;
- (4) Manages the OES, DRL, STAS, and S/SECC information systems security program in accordance with Federal regulatory statutes and Department policies;
- (5) Provides and coordinates information technology training for OES, DRL, STAS, and S/SECC users in accordance with Department of State and bureau plans;
- (6) Serves as the principal point-of-contact with the Bureau of Information Resource Management (IRM), other bureaus' information resource management offices, and others to integrate OES, DRL, STAS, and S/SECC information technology needs with overall IRM policy, guidance, standards, and procedures; and
- (7) Provides information assurance and information system security operational support. OES-DRL/EX/IMD serves as the principle communications security (COMSEC) officers for OES, DRL, STAS, and S/SECC.

1 FAM 546.3 Administrative Services Division (OES-DRL/EX/ASD)

(CT:ORG-230; 09-24-2010)

The Administrative Services Division (OES-DRL/EX/ASD) develops and implements bureau and Department-wide policies and procedures and carries out administrative and general services including:

- (1) Oversight of policies governing official travel and the use of the official travel card. The division also supports the E-2 Solutions System and travel management program;
- (2) Assisting in the planning and development of pre- and post-award procurement actions and assisting in the administrative oversight of contracts for OES, DRL, STAS, and S/SECC;
- (3) Oversees property management and inventory control, including

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management of personal property programs for OES, DRL, STAS, and S/SECC;

- (4) Providing general services support including equipment and furnishing needs, parking, lock and mover requests, telephones, and Department-wide campaigns such as savings bonds, and the Department-wide Combined Federal Campaign;
- (5) Provides assistance to OES, DRL, STAS, and S/SECC on office space-related issues, to include planning, location identification, space renovation, and coordination with external agencies; and
- (6) Provides other administrative services, as appropriate.

1 FAM 546.4 Central Programming Unit Division (OES-DRL/EX/CPU)

(CT:ORG-230; 09-24-2010)

The Central Programming Unit (CPU) works as advisor and partners with OES technical offices in the planning, design, and implementation of Federal assistance and ensures transparency and accountability in the management of foreign assistance and diplomatic and consular programs and projects. The Central Programming Unit Division (OES-DRL/EX/CPU):

- (1) Supports alignment of programs and projects through various implementing mechanisms with the annual foreign assistance spending plan and the Bureau Strategic and Resource Plan;
- (2) Coordinates and provides guidance to OES offices, on the development and submission of the annual Operational Plan and Performance Plan and Report for consideration to the Office of the Director of U.S. Foreign Assistance;
- (3) Develops guidelines and templates consistent with Department of State and Federal regulations;
- (4) Designs and coordinates workshops to increase capacity in the oversight and management of Federal assistance programs;
- (5) Leads in the close-out of grants, cooperative agreements, and interagency acquisition agreements in consultation with relevant offices; and
- (6) Convenes and coordinates oversight meetings with OES principals to assess status of Federal assistance programming and monitoring activities in the bureau.

1 FAM 547 THROUGH 549 UNASSIGNED

1 FAM EXHIBIT 541.2

BUREAU OF OCEANS AND INTERNATIONAL AND ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

(CT:ORG-308; 05-14-2013)

